



## ICT Code of Conduct

Those using the ICT facilities of Brill C of E Primary School must agree to the following and their agreement must be endorsed by their parents:

- To handle all computer equipment carefully.
- Not to connect any hardware to school wifi or equipment, without the permission of the member of staff in charge of the individual machine.
- Not to access other people's files unless permission has been given.
- Only to use the school's computers for schoolwork and homework unless permission has been granted otherwise.
- Only to go on the laptops with the logon and password details given by staff.
- To report any misuse of computers they see to a member of staff.
- Not to carry out any action on school ICT facilities that infringes copyright law.
- To follow the school's Code of Conduct for using the Internet.

### Code of Conduct for Using the Internet

At Brill C of E Primary School, we expect all students to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes the materials they choose to access, and language they use. We follow the SMART rules for safe internet use and these rules will help us to stay safe and to be fair to others. Each classroom has these rules clearly displayed and E-safety is taught both discretely as well as being embedded into everyday teaching and learning.

I will follow these SMART rules when using the internet:

Safe - I will keep myself safe by being careful not to share my name, address, school or phone number with anyone online.

Meeting - I will not meet someone I have only talked to on the internet because this can be dangerous. Online friends are still strangers even if I have been talking to them for a long time online.

Accepting - I will not accept e-mails, IM messages or open files from people that I do not know and trust - they could contain nasty messages or viruses.

Reliable - I understand that not everything I read on the internet is true and sometimes people may lie about who they are. I will always check information with other websites, books or with an adult I know and trust.

Tell - I will tell a parent, teacher or another adult I trust if something or someone online makes me feel uncomfortable or worried or if I know someone is being bullied online. If I see something online that makes me feel uncomfortable, I can turn off the screen and find an adult to help me.

Students consistently choosing not to comply will be warned and may be denied access to Internet resources.